

REPORTING SUSPICIOUS ACTIVITY

The university, like any other community in our nation, is at risk of terrorism or other threats to life and property. Vigilance is a key protective measure that can help reduce risk. All members of the university community, when on and off campus, are urged to be attentive to their surroundings, notice suspicious behavior or circumstances and to report their observations to authorities in a timely fashion.

REMEMBER: IF YOU SEE SOMETHING, SAY SOMETHING™

When noticing something that you feel may be suspicious:

- Place your observation into context. Is there a plausible explanation that would account for the activity you observe? Does this explanation convince you that there is no potential for a threat to public safety?
- Do not attempt to rationalize your suspicions.
- In other words, if it does not look right or if you have any feeling that the actions or circumstances you observe are suspicious, report your observations immediately.
- Suspicious activities on campus should be reported to the Rutgers University Police Department (RUPD). If the suspicious activity is in progress and poses an immediate threat Call 9-1-1
 - The alternate RUPD phone numbers are: New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111.
- Suspicious activities observed off campus should be reported to the appropriate municipal police department or by contacting the New Jersey State Office of Homeland Security & Preparedness in one of the following methods:
 - 24-hour, toll-free tip line: 866-4-SAFE-NJ (866-472-3365) or Dial 2-1-1
 - E-mail: tips@njhomelandsecurity.gov
 - Online report form <https://homelandsecurity.nj.gov/tips.html>

When reporting suspicious behavior or circumstances be prepared to include as much of the following information as possible:

- WHO?** Describe who you feel is involved in suspicious activity.
- WHAT?** Describe the suspicious activity. Indicate if there is an immediate threat to persons nearby or to responding officers (such as an unattended package, an individual acting strangely, the presence of weapons, hazardous materials, etc.)
- WHEN?** Indicate if the activity is in progress. Give the time(s) that the activities occurred.
- WHERE?** Give the location of the suspicious activity, and the location of the suspect(s).
- WHY?** Indicate why the activity is suspicious. If known, tell what might be the target of the activity.

Please include any other information that would aid the responders.

Stay on the telephone until released by the dispatcher. If you are in a position of safety, you may be asked to maintain observation and report developments until the arrival of emergency response personnel. You may also be given emergency instructions by the dispatcher.

**Remember, if you see suspicious activity or packages while visiting
Rutgers University, pick up the phone and report it.
It's our job to check it out and to keep you safe! Stay alert. Be aware. Speak up**